

**Yolo County Office of Education
Davis Room
1280 Santa Anita Ct. #100
Woodland CA 95776
Committee Meeting Minutes
December 4, 2008
Final: February 5, 2009
Gathering 9:30 a.m. Meeting 10:00 a.m.-2:15 p.m.**

LEC Coordinator/Representative Attendees:

Greg Englar, Sonoma County Office of Education– Region 1
Debbie Geer, Glenn County Office of Education- Region 2
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair**- Region 3
Michelle Cowart, Contra Costa County Office of Education- Region 4
Monica Morgan, Santa Cruz County Office of Education- Region 5
Janice Holden, Stanislaus County Office of Education- Region 6
Sue Hamblin, Stanislaus County Office of Education- Region 6
Ken Gragg, Kern County Superintendent of Schools- Region 8
Margaret Roux, Kern County Superintendent of Schools- Region 8
Annette Jewell, Orange County Department of Education- Region 9
Christine Ridley, San Bernardino County Superintendent of Schools- Region 10
Cathy Bray, Los Angeles County Office of Education, **Co-Chair**- Region 11
Roger Chang, Los Angeles County Office of Education –Region 11

Other Attendees:

Elizabeth Touhey, Department of Health Care Services (DHCS)
Bob Baxter, Department of Health Care Services (DHCS)
Holly Hermansen, Nevada County Superintendent of Schools
Janice DiCroce-, LGA Co-Chair Lynda Lindsay - LGA Co-Chair
Lynda Lindsay, LGA Co-Chair
Cathy Bennett, Sacramento City Unified School District
Anysia Drumheller, Butte County Office of Education
Sherry Purcell, LA Unified School District
Laura Baynham, Mendocino County Office of Education
Jamie Porter, Butte County Office of Education
John Lindsey, Kern County Superintendent of Schools- Region 8

Absent:

Eileen Dolan, Glenn County Office of Education-Region 2
Susan Ellyson, Madera County Office of Education- Region 7
Barbara Shultz, Department of Health Care Services (DHCS)

1.0 Introductions

- Each individual stated his/her name and agency affiliation

2.0 Additions to the Agenda

3.0 Approval of Minutes

- October 2, 2008 minutes were approved

4.0 DHCS and Co-Chair Report:

Elizabeth Touhey, Department of Health Care Services

4.1 DHCS Leadership Change

- The new Director as of January 1, 2009 will be David Maxwell Jolly

4.2 DHCS Staffing

- The Governor's Executive order did not lift the freeze on hiring outside of the department. Presently DHCS has 3 positions left unfilled.

4.3 Time Survey – 2009 Training

- Recognitions were given by DHCS for those individuals that assisted with the September 2008 DHCS training.
- Two Time Survey Trainings have been scheduled for 2009/2010.
 - June 10, 2009, DHCS training room in Sacramento.
 - June 17, 2009, San Bernardino County Superintendent of Schools

4.4 DHCS Website

- Time Survey training Question and Answer are in the process of being approved by DHCS once approved they'll post the Q & A's from the 07/08 and 08/09 Train the Trainer sessions.

4.4 SMAA Record Retention

- Presently A& I and DHCS are reviewing the DHCS manual and discussing internal interpretation. Unresolved is the meaning of "date of service". Under discussion was date of service, date of payment and date of the contract.

4.5 Host Contract

- DHCS will send the 2007-2008 LEC Host Contract invoices to the LEC Regions by the end of January.
- DHCS is in the process of compiling the 2008-2009 LEC budgets for approval by the LEC committee. Once the LEC committee approves the budget Marjorie Rollins will submit the Regions allocated percentages to the DHCS.

4.6 Site Review Exit Letters

- Elizabeth Touhey will get a time line of distribution to the Co-Chairs by next week. Elizabeth Touhey must review letters and sign each one.

4.7 LEAnet

- Cathy Bray advised the LEC committee of the recent Washington DC fly-in conducted November 21, 2008 in an effort to keep the focus on the children that this program services and to educate legislators about the program.
- Fly-in is scheduled for February 23, 2009 and February 24, 2009. It is hoped that it will be heavily attended. The purpose of the fly-in will be to educate new legislators. Jeff Holland would like those able to attend to contact him so appointments can be scheduled with as many legislators as possible.
- Discussion took place regarding the possibility of the SMAA program continuing through moratorium extensions and ultimately statutory protection.
- The FMAP (Federal Medi-Cal Assistance Program) percentage possible increase was discussed.

5.0 Proposed Manual Changes

- The LEC committee discussed possible 2009-2010 manual changes to be presented to DHCS for consideration in January.

6.0 Sub- Committee Report

- DHCS requested that all 2007 and 2008 Q & A that needs the LEC's clarification be submitted to DHCS by December 10, 2008 prior to being posted on the DHCS website.

7.0 Healthy Families/Medi-Cal application Fee

- The group discussed how Certified Application Assistors (CAA) reimbursements must be offset in the invoice if a participating participant claims the time increments on the time survey form (code 6) and received CAA reimbursement. Marjorie Rollins will provide further guidelines to the LEC Committee.
- Reference was given to PPL 01-004 paragraphs 3 - The "MAA Facilitating Medi-Cal Application (Eligibility intake)" activity allows time spent facilitating the MC 321 HFP application to be claimed to MAA. However, if the enrollee checks the "I do not want Medi-Cal" box, section 16 of the MC 321 HFP, MAA cannot be claimed. If the "I do not want Medi-Cal" box is checked, then time spent on facilitating Medi-Cal application should be coded to "Other Programs/Activities" during a time survey month.
- Paragraphs 4- To Avoid duplicate billing situations which may result from receiving the application assistance fee and claiming MAA, each LGA and LEC is required to list any application assistance on the "MAA Funding (Revenue) Sources Worksheet" attachment, under State General Fund, Cost Pool 5, of the MAA Invoice.

8.0 2008-2009 Training-PPL vs. Manual requirements

- The LEC committee discussed PPL No. 08-016 (08/09 Training) waiving the State-mandated requirement that all LEA SMAA Participants must annually attend a training session on the SMAA time survey for FY 2008/2009. New staff must be trained prior to the first completed time survey. Experienced staff may be provided refresher trainings if a need is indicated. Other than these changes, the 2007/2008 DHCS SMAA Manual will be the guide for the 2008/2009 year.

9.0 Invoice News – Marjorie Rollins

9.1 Direct Charge

- It has been requested by DHCS that direct charge for vendor fees should not be displayed as “MAA sub contractor”. It was recommended to use MAA Vendor Fees. DHCS would like to know what type of fees for contractors are being claimed.

9.2 Internal Auditors request for catalog of Federal Domestic Assistance (CFDA) number

- The group discussed that internal auditors are looking at Medi-Cal Administrative revenues. The group discussed how this is a reimbursement program and that further clarification may be coming from the state.

10.0 2007-2008 LEC Host Contract Invoice

- Marjorie Rollins distributed the 2008/2009 LEC Participation Fee based on the LEC percent of revenue for the 2006/2007 fiscal year. The fees were discussed by the Committee and will be approved once the DHCS provides the Committee with the DHCS 2008/2009 budget amounts.

11.0 Review 2006/2007 State Wide Revenue

- No action was taken on the DHCS request for revenue numbers. The LEC is waiting to see the approved budget as requested.
- 2007-2008 actual invoices have not been received

12.0 Targeted Case Management

- The group discussed the differences between MAA vs. Targeted Case Management.
- Discussion took place regarding a few county offices bringing their LEA billing “in house”.

13.0 LGA Liaison Report

- The LGA representative discussed how time surveys were reviewed including the 80 % accuracy rule.

14.0 LEA Billing Report

- LEA training to take place in March and provided by Navigant. Dates to be announced.
- County offices have been providing locations for video conferencing of the training..
- If your county office is willing to host a video conference contact: Sherry Purcell sherry.purcell@lausd.net